

CALIFORNIA MILITARY DEPARTMENT
EXAMINATION ANNOUNCEMENT
STEM TEACHER (MILITARY INSTRUCTOR) 4899 – 2840 – 5MI01

Department(s): MILITARY DEPARTMENT
Opening Date: February 2015
Final Filing Date: APRIL 17, 2015
Type of Examination: DEPARTMENTAL- OPEN
Salary: \$3902.00 - \$5126.00

INTRODUCTION

This examination is 100% Qualifications and Appraisal Panel (QAP) interview.

Testing is considered continuous as dates can be set at any time and examinations will be given as needs warrants.

It is anticipated that interviews will be held during May/Jun 2015. Ordinarily these are scheduled in Los Alamitos and Sacramento; however locations of interviews may change as conditions warrant.

EQUAL EMPLOYMENT OPPORTUNITY

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right of family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

DRUG-FREE STATEMENT

It is an objective of the State of California to achieve a drug-free State work place. Any applicant for State employment will be expected to behave in accordance with this objective, because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

WHO SHOULD APPLY?

Applicants who meet the **Minimum Qualifications** as stated on this bulletin may apply for and take this Qualifications and Appraisal Panel Interview at any time.

Once you have taken the Qualification and Appraisal Interview, you may not retake it for 12 months.

Where to Apply: Please complete an online State Application (Form STD 678) available

from www.jobs.ca.gov and submit to department **ONLY** by mail or in person to the following address: California Military Department, Attention State Personnel Testing, 9800 Goethe Road Box 27, Sacramento, CA 95826

SPECIAL TESTING ARRANGEMENTS

If you have a disability and/or need special testing arrangements you will be able to request a reasonable accommodation during the filing and self-scheduling process.

If you have questions, please contact:

Military Department

9800 Goethe Road

Sacramento, CA 95826

916-854-3310

California Relay Service or Telecommunications Device for the Deaf (TTY) (800) 735-2922

TTY is a telecommunications device that is reachable only from phones equipped with a TTY device.

ELIGIBLE LIST INFORMATION

An eligible list will be established by the State Military Department for use by the Military Department. The names of successful competitors will be merged onto the eligible list in order of final score regardless of test date. Eligibility expires 12 months after it is established. Competitors must then retake the Qualifications and Appraisal Panel Interview to re-establish eligibility. The list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

NOTE: All applicants must meet the education and/or experience requirements as stated on this examination bulletin as of the date the test is taken.

MINIMUM QUALIFICATIONS

1. Education: Equivalent to graduation from high school AND
2. Credential: Possession of a valid California teaching credential which authorizes the holder to teach on a full-time basis. (Applicants who do not possess this credential may take the examination but must have on file with the Commission for Teacher Preparation and Licensing an application for the appropriate credential before appointment and must secure the credential within 120 working days after appointment. After issuance, the credential must be maintained by completion of any examination and course work required) AND
3. Experience: One year of teaching experience. (Single subject, or multiple subject acceptable) (Student teaching or completed student teaching program acceptable)

POSITION DESCRIPTION

Develops schemes of work and lesson plans. Establish and communicate clear objectives for all learning activities. Prepare classroom for class activities. Provide a variety of learning materials

and resources for use in educational activities. Identify and select different instructional resources and methods to meet students' varying needs. Instruct and monitor students in the use of learning materials and equipment. Utilize relevant technology to support instruction. Observe and evaluate student's performance and development. Provide appropriate feedback on work. Encourage and monitor the progress of individual students. Update all necessary records accurately and completely as required by State and Federal laws. National Guard Bureau and Department of Defense policies and regulations. Prepare required reports on students and activities. Manage students' behavior in the classroom by establishing and enforcing rules and procedures. Maintain discipline in accordance with rules and disciplinary measures where necessary. Participate in extracurricular activities as assigned by the Program Director, to include possible summer camps and after school activities. Participate in program or department meetings. Keep up to date with developments in subject area, teaching resources and methods, and make relevant change to instructional plans and activities. Collaborate with other teachers to support student achievement and student retention. Collaborate with other teachers to support student achievement and student retention. Effectively communicate with teachers and administrators.

Special skills: Single subject credential in science, technology, engineering, or mathematics background preferred and highly desired, but not mandatory. Open to multiple subject backgrounds also.

EXAMINATION INFORMATION

QUALIFICATIONS AND APPRAISAL PANEL INTERVIEW – Weighted 100%

The examination will consist solely of a QAP. To obtain a position on the eligible list, a minimum score of 70% must be received. The QAP is designed to evaluate a candidate's knowledge in the areas of teaching related to science, technology, engineering or mathematics backgrounds.

KNOWLEDGE AND ABILITIES

Knowledge of: Methods of teaching with emphasis on remedial instruction, principles of educational psychology and counseling as applied their teaching, and current trends in educational methods.

Ability to: provide leadership and motivation to educationally disadvantaged youth, teach and supervise those individuals, establish and maintain the interest, respect, and cooperation of students, develop self-esteem, work ethic and socially acceptable attitudes in students, communicate effectively, analyze situations accurately and take effective action, learn the principles, methods, practices, current developments and trends in education; work effectively with other disciplines; maintain fair and firm discipline, and keep records and prepare reports.

VETERANS' PREFERENCE

Veterans' Preference will be granted for this examination. Effective January 1, 2014, in accordance with Government Codes 18973.1 and 18973.5, whenever any veteran, widow or widower of a veteran, or spouse of a 100 percent-disabled veteran achieves a passing score on an open examination, he or she shall be ranked in the top rank of the resulting eligibility list. This section shall not apply to any veteran who has been dishonorably discharged or released.

VETERANS

Persons retired from the United States military or honorably discharged from active duty shall be eligible to compete in promotional examinations for which they meet the minimum qualifications as prescribed by the class specification. Persons receiving passing scores shall have their names placed on the promotional eligibility lists resulting from these examinations. In evaluating minimum qualifications, related military experience shall be considered State civil service experience in a class deemed comparable by CalHR, based on the duties and responsibilities assigned (Section 18991).

For cases in which promotional examinations are given by more than one department for the same classification, the veteran shall select one department for which to compete. Once this selection is made, it cannot be changed for the duration of the promotional list eligibility established from the examination in which the veteran participated. Employees may request a transfer of list eligibility between departments in the same manner as provided for civil service employees (Section 18991).

CAREER CREDITS

Career Credits **will not** be added to the final score for this exam, because it does not meet the requirements to qualify for Career Credits.

CONTACT INFORMATION

If you have any questions concerning this announcement, please contact:

The Military Department, State Personnel Testing Division

9800 Goethe Road

Sacramento, CA 95827

916-854-3310

California Relay Service: (7-1-1)

Telecommunications Device for the Deaf (TTY) (800) 735-2922

TTY is a telecommunications device that is reachable only from phones equipped with a TTY device.

GENERAL INFORMATION

Applications are available at www.jobs.ca.gov and local offices of the Employment Development Department.

If you meet the requirements stated on this examination bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be rated against a predetermined job-related rating, and all candidates who pass will be ranked according to their scores.

The California Department of Human Resources reserves the right to revise the examination plan to better meet the needs of the service, should the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules, and all competitors will be notified.

Candidates needing special testing arrangements due to a disability must mark the appropriate box on the application and contact the testing department.

Hiring Interview Scope: In a hiring interview, in addition to the scope described in this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight may be given to the breadth and recency of pertinent experience, and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development. For more information, you may refer to the classification specification.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, the ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history, and fingerprinting **will be required**.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) departmental open, and 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on the bulletin. The list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

Veterans' Preference: Effective January 1, 2014, in accordance with Government Codes 18973.1 and 18973.5, Veterans' Preference will be awarded as follows: 1) Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an entrance examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for Veterans' Preference. 2) An entrance examination is defined, under the law, as any open competitive examination. And 3) Veterans' Preference is not granted once a person achieves permanent civil service status.

Veteran status is verified by the California Department of Human Resources (CalHR). Directions to apply for Veterans' Preference are on the Veterans' Preference Application (Std. Form 1093), which is available at <http://jobs.ca.gov/Job/VeteransInformation>, and the Department of Veterans Affairs.

Bulletin Revision Date: 3/26/2015